



# Notice of Examination

## Heating and Air Conditioning Maintainer, Exam No. 9602

**Application Deadline:**

August 28, 2018

**Types of Tests:**

Multiple-Choice & Practical Skills Tests

**Application Fee:**

\$82.00

**Multiple-Choice Test Date:**

(subject to change)

Saturday, January 26, 2019 or  
Sunday, January 27, 2019

### JOB DESCRIPTION

**Heating and Air Conditioning Maintainers**, under supervision, maintain, install, inspect, test, alter, and repair heating and air conditioning systems and equipment of MTA New York City Transit structures, such as shops, stations, and buildings. They work on air conditioners and components, such as compressors, condensers, evaporators, fans, motors, electrical and electronic controls and valves. They work on boilers, furnaces and components, such as boiler sections, heaters, radiators, piping, pumps, motors, and electrical and electronic controls and valves. They solder and braze, keep records, write reports, and perform related work.

Some of the physical activities performed by Heating and Air Conditioning Maintainers and environmental conditions experienced are: loading and driving light utility trucks; lifting equipment weighing up to 75 pounds; lifting equipment overhead; climbing and descending ladders; working at heights of up to 50 feet; crouching to reach equipment being repaired; making visual inspections of equipment; distinguishing colored wiring; and reading blueprints and schematics.

**Special Working Conditions:** Heating and Air Conditioning Maintainers may be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

(This brief description does not include all of the duties of this position.)

### SALARY AND BENEFITS

The current appointment rate for Heating and Air Conditioning Maintainer is \$30.8124 per hour increasing to \$36.2499 per hour beginning in the sixth year of service. These rates are subject to change.

The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

### HOW TO QUALIFY

**Education and Experience Requirements:** By the **last day of the Application Period**, you must meet the following requirements in "1," "2," or "3" below:

1. Successful completion of a four-year, full-time apprenticeship in the construction, repair and maintenance of air conditioning and/or heating systems recognized by the New York State Department of Labor, the U.S. Department of Labor; or any apprenticeship council that is recognized by the U.S. Department of Labor; **or**
2. Three years of full-time satisfactory experience at the journey level (i.e., fully-trained, knowledgeable, proficient and competent *mechanic*) in the installation, repair, and maintenance of industrial, commercial, or domestic air conditioning units, or commercial refrigeration equipment, or heating systems in buildings, and the electrical controls and wiring for such equipment; **or**
3. Two years of full-time satisfactory experience at the journey level as described in paragraph "2." above, plus completion of one of the following listed below **before obtaining your journey-level experience:**

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**HOW TO QUALIFY (Continued)**

- a. Two years of full-time satisfactory experience performing work described above in “2” as a mechanic’s helper, apprentice or trainee; or
- b. Graduation from a recognized trade school or technical school, with a major course of study in electro-mechanical, electrical or electronic technology, or a closely related field totaling 600 hours; or
- c. Graduation from a vocational high school, with a major course of study in electro-mechanical, electrical or electronic technology, or a closely related field; or
- d. An associate degree or a higher-level degree, from an accredited college or university with a major course of study in electro-mechanical, electrical or electronic technology, or a closely related field.

Vocational high school, trade school or technical school education must be approved by a State’s Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

Qualifying part-time experience will be credited on a pro-rated basis.

You may be given the multiple-choice and practical skills tests before we review your qualifications. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting your application. If you are marked “Not Qualified,” your application fee will **not** be refunded and you will **not** receive a score.

**REQUIREMENTS TO BE APPOINTED**

**Driver License Requirement:** At the time of appointment, you must have a Motor Vehicle Driver License valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment in the title.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**Residency:** New York City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with MTA New York City Transit.

**HOW TO OBTAIN AN APPLICATION**

During the application period, you may obtain an *Application* for this examination online at <http://www.mta.info/nyct/hr/appexam.htm> or in person at the MTA Exam Information Center as indicated below:

**MTA Exam Information Center:** Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2, 3 or G train to the Hoyt Street Station.

**REQUIRED FORMS**

1. **Application:** Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top of the cover page, and the examination title and number in the box provided. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

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**REQUIRED FORMS** (Continued)

3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education for this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

**HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE**

If you believe you meet the requirements in the "How to Qualify" section, **you must apply by mail.** MTA New York City Transit Examinations unit will **not** accept applications in person.

**Applications by Mail must:**

1. Include all of the required forms, as indicated in the "Required Forms" section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the "Correspondence" section of this notice.
4. Include the appropriate fee in the form of a money order.

**The Money Order (Postal Money Order Preferred) must:**

1. Be made payable to MTA New York City Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Save your money order receipt for future reference and proof of filing an *Application*.

**Cash and personal checks will not be accepted.**

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of this Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

**HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER**

Applicants who wish to request a Fee Waiver must obtain an *Application* in person at the MTA New York City Transit Exam Information Center as indicated below and must submit the *Application* and required forms by mail to the address in the Correspondence section below **by the last day of the application period.**

MTA New York City Transit Examinations Unit will not accept applications in person. Additional information on requesting an application fee waiver is available with the *Application*.

**ADMISSION LETTER**

An *Admission Letter* will be mailed to you about 10 days before the date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the test date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

**THE TEST**

You will be given a qualifying multiple-choice test and a competitive practical skills test. You must achieve a score of at least 70% to pass each test. Only those who meet the qualifying education and experience requirements and pass the qualifying multiple-choice test will be scheduled to take the competitive practical skills test. Your score on the competitive practical skills test will determine your place on the eligible list.

The qualifying multiple-choice test may include questions on basic electrical theory; electrical, mechanical, pneumatic and hydraulic devices and components related to the heating and air conditioning trade; proper selection and use of tools, instruments and materials; safe, proper and efficient work practices; reading and interpreting blueprints and drawings; performing job-related calculations; keeping records and other related areas.

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## THE TEST (Continued)

The competitive practical skills test may include tasks related to the installation, testing, maintenance, and repair of electrical, electronic, mechanical, and electromechanical components and systems related to the heating and air conditioning trade, including the selection and use of appropriate tools, materials, and measuring devices; related mechanical work; reading and interpreting technical drawings; shop math; safe work practices and procedures; and other related areas.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that such credit be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

## TEST ADMINISTRATION GUIDELINES

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar-powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait inside the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: state issued driver's license, state issued identification card, US Government issued passport, US Government issued military identification card, US Government issued Alien Registration Card, employer identification card with photo, or student identification card with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

## THE TEST RESULTS

If you meet the qualifying education and experience requirements and pass the qualifying multiple-choice test and the competitive practical skills test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. You will be considered for appointment when your name is reached on the eligible list.

## SPECIAL ARRANGEMENTS

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your *Application* and mail your request to the address found in the "Correspondence Section" below no later than 30 days prior to the scheduled test date.

**Make-Up Test:** You may apply for a make-up test if you cannot take the test on the scheduled test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. Absence from the test within one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. Absence due to ordered military duty;

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**SPECIAL ARRANGEMENTS (CONTINUED)**

5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the "Correspondence Section" below within 60 days of your scheduled test date or make the request within 90 after performing ordered military duty.

**ADDITIONAL INFORMATION**

**Promotion Examination:** A promotion examination for this title is being held for eligible MTA New York City Transit employees. The names appearing on the promotion list will be considered first in filling vacancies with MTA New York City Transit.

**CORRESPONDENCE**

**Change of Contact Information:** It is critical that you promptly notify MTA New York City Transit Examinations Unit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information with MTA New York City Transit Examinations Unit, you may:

1. Visit us at the MTA Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update';
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address.

**If you are a current MTA employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

Heating and Air Conditioning Maintainer, Exam No. 9602  
MTA New York City Transit Examinations Unit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

**PENALTY FOR MISREPRESENTATION**

Any intentional misrepresentation on the Application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

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